



Semi-Skilled Laborer (Building & Grounds) Position Description

Department: Building & Grounds
Position: Semi-Skilled Laborer
Job Category: LTC (Labor, Trades, Crafts)
Status: Permanent Part Time (25 Hours weekly)
FLSA: Non-Exempt (Hourly)
Date of Announcement: November 6, 2024
Application Deadline: Until position is filled.

Under the supervision of the Building and Grounds Manager, this position assists in the necessary daily upkeep of City buildings and grounds. The following is a list of duties that are normal for the position, but not all-inclusive.

Essential Duties and Responsibilities:

- Assists in maintaining the grounds of all City Buildings, disposes of litter, performs landscaping, weed control, trimming, mowing, and painting.
- Assists with minor electrical, plumbing & HVAC.
- Assists with snow removal and salting.
- Monitors materials and supplies related to maintenance projects.
- Assists in streetlight replacement.
- Maintains work area.
- Performs other duties as assigned.

Minimum Training and Experience Required:

- Relevant work experience in related field
- Ability to use assorted power tools, and lawn mower.
- Ability to ascend/descend ladder to prep interior and exterior of buildings for painting.
- Ability to perform basic plumbing and electrical repairs.

Special Requirements:

- Must be at least 18 years old.
- Must have a valid driver's license.
- Must be dependable.

Minimum Physical and Mental Abilities:

- Ability to exert physical effort in moderate to heavy work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch and crawl; and climb and balance.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to communicate effectively with immediate supervisor, department heads, other City personnel, and the public.
- Ability to interpret, apply and explain rules, regulations, policies, and procedures.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of sensitive information.

Environmental Adaptability:

- Ability to work effectively outdoors in varying weather conditions.

Rate of Pay:

Hourly Minimum \$17.84 - \$21.36 Midpoint
Grade 4 as designated by current salary ordinance.

Work Hours:

Monday -Friday (weekly schedule flexible)

Applications available in Human Resources, 204 E. Jefferson St, Goshen, M-F, or online at www.goshenindiana.org. **Click Job Opportunities.**

***** Applicants will be required to successfully pass a background check as a condition of employment. *****

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